

## **TERMS OF REFERENCE FOR TRMPORARY APPOINTMENT<sup>1</sup>**

**Position:** Adolescent Health Officer, NOB, 364 days, Lusaka

**Purpose:**

Under the supervision of the HIV/AIDS Manager, the incumbent will ensure that he/she provides technical support for planning, implementation, monitoring, evaluation and documentation of the HIV programme output focusing on reducing HIV transmission among adolescents.

**Responsibilities and Tasks:**

**1. Support to programme development and planning**

- Conduct/update situation analysis to inform design and management of HIV and related programmes that are responsive to the needs of adolescents and young people
- Contribute to the development of sectoral programme goals, objectives and strategies
- Provide technical and operational support towards strengthening of integrated programme for adolescents and young people
- Prepare required documentation to facilitate programme review and approval process.

**2. Programme implementation, monitoring and delivery of results**

- Work closely and collaboratively with internal and external stakeholders to discuss implementation issues, provide solutions and recommendations for programme improvements
- Undertake robust joint monitoring and evaluation processes of the adolescent health and HIV in collaboration with relevant UNICEF sections, Government line ministries and implementing partners; and provide consistent technical feedback
- Conduct regular programme monitoring to ascertain progress in achieving results for adolescents and undertake remedial action to improve performance

---

<sup>1</sup> AI2016-005 notes that for TA Job descriptions / terms of reference, existing Generic Job Profile (GJP) shall be used as a basis for determining the level and requirements of the function. Where no GJP applies, detailed terms of reference describing the work to be performed shall be written. This template serves for that purpose.

- Provide technical support in ensuring adolescent participation in HIV and health programmes
- Provide technical support to target districts in scaling up of community oriented adolescent health friendly services including linkage with school
- Report on programme shortcomings identified to ensure timely remedial action by appropriate personnel and stakeholders including follow up on unresolved issues to ensure resolution.

#### **4. Networking and partnership building**

- Build and sustain effective partnerships with relevant sector government counterparts and national stakeholders to leverage and strengthen results for adolescents and young people
- Participate in appropriate inter-agency meetings/events on programming for adolescents in areas of SRHR/HIV, health and development

#### **5. Innovation, knowledge management and capacity building**

- Support development and implementation of the research and learning agenda in the area of adolescent health and HIV
- Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable programme results for adolescents and young people
- Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

### **Minimum Qualifications and Competencies**

The following background and experience are required:

- Bachelor's degree in medicine, Public Health, Health Economics, Health Management or related discipline. Master's degree is an asset
- Minimum of two years' experience in youth and adolescent health programme planning and implementation, with a focus on sexual and reproductive health, adolescent participation, HIV programme, and communication for development.
- Good understanding of Zambia's health and HIV programme policy and strategic priorities for adolescents and young people.
- Experience in designing adolescents communication strategy using multiple platforms (Internet, Mobile Phone, Radio, TVs)
- Experience in supporting and coordinating project activities across a large organization and with multiple collaboration entities (Government, local organizations, donors).

- Ability to research, analyze, evaluate and synthesize information

### Budget Reference:


WBS: 4980/A0/05/200/003

Funding Sources: GS190026 and SC180128


### Eight Competency Areas

|                                      |   |
|--------------------------------------|---|
| 1 Builds and maintains partnerships  | 2 Demonstrates self-awareness and ethical awareness |
| 4 Innovates and embraces change      | 3 Drive to achieve results for impact ↓             |
| 5 Manages ambiguity and complexity   | 6 Thinks and acts strategically                     |
| 8 Nurtures, leads and manages people | 9 Works collaboratively with others ↓               |

**Requested and Prepared by:**  
Edgar A Lungu, HIV/AIDS Manager

 13/03/20  
Signature and date


**Reviewed by:**  
Eithar Kheiri, HR Specialist

 18/03/2020  
Signature and date

**Endorsed by:**  
Monjur Hossain, Chief Health & HIV

 14/3/2020  
Signature and date

**Approved by:**  
Noala Skinner, Representative

 18/3/20  
Signature and date

